



**15 JANUARY 2002**

**Standardization**

**COMMAND SECTION FACILITIES/  
BRIEFINGS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes HOI60-1, 14 Apr 99

Pages: 4  
Distribution: F

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This operating instruction describes procedures for setting up briefings in the Command Section conference rooms. The use of a name of any specific commercial product, commodity, or service in this publication does not imply endorsement by the United States Air Force.

**SUMMARY OF REVISIONS**

This revision reflects the organizational name change of Executive Presentations from AFMC/CVEP to AFMC/DSR. The AFMC Executive Director (CD) has been added to the OI contents. Items have been added and clarified in Section 3, Project Officer Responsibilities and Procedures covering manning and security of conference rooms. The Visual Information Guidelines have been simplified. All references to overhead and 35 mm slides have been removed from the guidelines.

**1. General.** The Commander's Conference Room (CCR) and Situation Room are used exclusively for briefings to the AFMC Commander (CC), Vice Commander (CV) and Executive Director (CD). The Sarris Auditorium is used primarily by the Command Section; however, it can be used, when available, for briefings, conferences, or ceremonies by other organizations without command section involvement.

**2. Policy.**

2.1. Executive Presentations (DSR, 76711) is the OPR for the operation, scheduling and support of the CCR, Situation Room, and Sarris Auditorium. All audiovisual equipment, lights, and sound are operated and controlled by DSR technicians. These conference rooms are controlled secure areas. Personnel other than DSR staff will not be allowed in the projection or control booths during operation of the room.

2.2. Audio or video recording of any kind in the command section conference rooms is strictly prohibited without prior approval of the CC, CV, or CD executive officer. If permission to record proceedings is granted, then all attendees and DSR must be notified at the beginning of the event that the proceedings will be recorded. If the event does not involve the CC, CV, or CD, then only all attendees and DSR must be notified at the beginning of the event that the proceedings will be recorded. Video recording is authorized for ceremonies.

2.3. The CCR and Situation Room are used for Command Section briefings only. Conference rooms will not be used to dry run noncommand section briefings.

2.4. At time of scheduling an event in a command section conference room, a primary and alternate project officer will be established who will provide details on the requirements for the event to include equipment and services required, seating charts, and security procedures. All information pertaining to the event will be recorded at the time of scheduling by DSR personnel, and kept on file until the day of the briefing. DSR will accept changes to events or cancellations from only the primary or alternate project officers for the event, designated at time of scheduling.

2.5. All refreshments will be kept in the foyer of the Sarris Auditorium. Beverages will only be permitted in the Sarris Auditorium during conferences hosted by the Command Section, General Officers or SES equivalents. Working lunches are acceptable only if directed by the Command Section. The project officer is responsible for coordinating cleanup immediately after their conference.

**3. Project Officer Responsibilities and Procedures.** Each event will have a project officer. Project officer will:

3.1. Schedule the briefing and conference room and make arrangements for audiovisual support with the DSR office. Advise DSR of any changes in audiovisual requirements. Provide agendas, sequences of events, seating charts and slide files with cue sheets to DSR no later than (NLT) one hour prior to actual presentation. This will allow sufficient time for loading and integrating slides; and resolving any potential problems or conflicts.

3.1.1. For those events in the Sarris Auditorium in which CC, CV, or CD are not involved, the project officer will designate an individual(s) to be trained by DSR to operate the room equipment. If time and staffing allow, DSR may be able to operate the event.

3.2. Invite appropriate personnel to attend and notify all persons concerned of changes in time, location, etc. The number of attendees at the briefing should be the minimum required to accomplish the planned objectives.

3.3. Coordinate cleanup of room after event. Ensure slides, paper and other materials brought in are removed.

3.4. Ensure classified briefings given in the CCR, Situation Room, and Sarris Auditorium have the proper control and safeguard of audiovisual material as prescribed by AFI 31-401, *Information Security Program Management*.

3.4.1. At time of scheduling, notify DSR of overall classification level of the briefing.

3.4.2. Ensure proper control, storage, transmission and destruction of worksheets or manuscripts is maintained, and the final disposition of classified audiovisual materials is accomplished.

3.4.3. Provide additional support as required to ensure integrity of the room and classified material are maintained and attendees have the proper clearances to enter the room.

#### 4. Scheduling a Briefing.

4.1. To schedule briefings involving the CC, CV, or CD, all requests must be coordinated through their respective office. After scheduling, contact DSR with briefing requirements.

4.2. Contact DSR to schedule a non-Command Section event in the Sarris Auditorium. Non-Command Section briefings are scheduled on a first-come, first-served basis. A scheduling window consisting of the current month plus two months will be used to schedule events not chaired by the CC, CV, or CD. Please note that Command Section requirements take priority and may cause cancellations. You will be notified, as soon as possible, should your briefing need to be cancelled or moved. The Sarris Auditorium is used primarily in its 112 seat, theater style configuration. Setup or tear down of the conference table will only be done by DSR personnel. Event project officer will designate an individual to be trained by DSR to operate equipment for any event not involving the Command Section. DSR will train the designated person and remain on call via pager to resolve equipment problems that may occur during the event.

4.3. Briefings are scheduled in the Sarris Auditorium between 0700 and 1700.

**5. Visual Information Guidelines.** Slide format guidelines have been established for optimum legibility, uniform appearance, and to simplify merging multiple slide shows without conflicts. To ensure the highest quality presentations in the Commander's briefing facilities the following guidelines will be used:

5.1. The primary visual media used to brief the Command Section will be electronic slides in PowerPoint using the guidelines below. Use of visual media other than PowerPoint slide shows must be pre-coordinated with DSR.

5.2. When visual aids are used, provide the DSR technician with an AFMC Form 1023, **Visual Program Matrix**, showing proper image sequence. The form should show the slide numbers and detailed slide titles for single and dual presentations. List all slide transitions to include build-steps, slide or blank holds and backup chart sequences.

**5.2.1. Guidelines for Computerized Slides in PowerPoint.** Contact DSR for a prepared slide template of the most recent guidelines.

**5.2.1.1. Builds and Animations.** Keep unnecessary builds and animation to a minimum. Indicate all builds on AFMC Form 1023. Use automatic builds if possible.

**5.2.1.2. Blank Slides.** Blank slides (black background) should be inserted at the end of the presentation. Backup slides should also be separated from main briefing by a blank slide.

**5.2.1.3. AFMC Shield.** Use of AFMC Shield is optional. If used, shield must be placed in the upper left hand corner and be no taller than the title area of the slide. Insert shield using the slide master.

**5.2.1.4. Disks.** All computer disks will be labeled with the name of the briefing as it appears in the directory, number of slides, as well as the briefer's name, organization, and phone number.

## **6. Guidelines for Recurring Briefings and Conferences.**

**6.1. Staff Meeting Sides.** Briefings for inclusion in a staff meeting must be no longer than 5-7 minutes long and must be coordinated with the chairing Commander's executive officer and the Director of Staff for inclusion in a particular staff meeting agenda. Slides must be submitted to executive for approval NLT 2 days prior to staff meeting. Slides will not be included on the agenda without executive review. Approved slides must be received by DSR NLT 1300 on the day prior to Staff Meeting.

### **6.2. Commander's Conference, AFMC Customer Days, Distinguished Visitor (DV) Visits.**

Briefings for these large events are usually coordinated through the Commander's Action Group (CCX). Slides submitted to DSR must be proofread, screen ready and built using the Command standard. To ensure continuity and consideration to all groups involved, editing on the screen will not take place during dry runs. This is necessary to ensure only the highest quality presentations are given and allow all groups time to preview their slides.

## **7. Prescribed Forms.** Forms prescribed are AFMC Form 1022, **Requirements for Command Section Briefing**, and AFMC Form 1023.

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Commander